

August 19, 2002

Re: Request for Proposal 1001/M

Gentlemen/Ladies:

The Director of Finance or his designated representative, on behalf of the **City of Hampton**, will accept written responses in the Procurement Office, 1 Franklin Street Hampton, Virginia until **4:00 P.M.**, local time, **Tuesday, October 1, 2002** for the following:

A qualified individual or group of individuals to purchase for commercial use a 1938 Art Deco building in Downtown Hampton, Virginia, located at 30 W. Kings Way.

Legal requirements mandate that responses to this solicitation be submitted sealed. Therefore FAX responses shall not be accepted.

All forms relating to this solicitation are attached.

Scope of services and evaluation criteria are attached. Responses should include (6) originals of all materials.

Questions pertaining to this formal Request for Proposal Process may be directed to the undersigned at 757-896-8200 until September 17, 2002.

The Procurement offices will relocate to 1 Franklin Street, Hampton, Virginia, 23669-3570 during the period September 18, 2002, through September 24, 2002. The new phone number will be 757-727-2200 and fax number 727-2207.

Questions regarding the Property may be directed to June McPartland, Hampton Director of Retail Development Phone Number 757-727-6161.

It is the policy of the City of Hampton Virginia to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the cities procurement activities. Toward that end, the City of Hampton, Virginia encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships joint ventures, sub-contracts, and other contractual opportunities.

Evaluation shall be in accordance with the state of Virginia Public Procurement Act and the Code of the City of Hampton, Virginia using the stated criteria.

Public announcement of the decision to award this contract shall be issued in written form distributed to all responsive participants via facsimile transmission, using the offerors number provided in the formal response package.

The City of Hampton reserves the right to continually leave this Request for Proposal open until a suitable proposal is received, to reject any and all offers, to make awards in whole or in part, and to waive any informalities in submittals.

Yours Truly,  
FOR THE CITY OF HAMPTON, VA.

W. C. Mingee,  
Supervising Buyer